Guide for training and assistance in the use of
AtariWriter, a word processor for the Atari 800 and Atari 1200XL
DRAFT 1 June 1983
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This is a draft.
Write in your own ideas.
The margins are wide for the purpose!

Suggestions for changes in the original are welcome.

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Preface

This guide was prepared for multiple purposes. Various people can put it to good use in different ways and at different times. (Some of those users can add to the copy to increase its value to others.)

The obvious purposes are:

   training instructors before the Club season;

   refresher for instructors during the season;

   reference for opportunities that arise during the season;

   self-instruction for Club guests who wish more involvement.

The manual for AtariWriter is not replaced by this guide. The manual is a useful document; you can learn from it all of the features of AtariWriter. You can use it for reference.

Other books on word processing may be helpful to some users. They provide more examples and discussion than will be provided in one-hour classes and typical individual work. Such books are available in the library and should be at hand when individuals are working with word processing.

The most important message of this guide, of the prepared activities, and of the presentation in classes, is that word processing is:

   easy to do;

   enjoyable; and

   useful!

(NOTE: If you've already read the guide for AtariWriter you'll notice lots of similar material in this guide. That's because many of the good things about computers and exploration apply to Visicalc as well as word processing. Also, some people looking at one guide will not have read the other.)

Overview

This guide provides information to help you learn about AtariWriter with a class, teach yourself on your own, plan classroom presentations and individual help sessions, look up advice on handling problems, and otherwise make AtariWriter an interesting and useful experience for guests at Club Med.

The rationale sketches the ideas behind the materials, and suggests an approach which has been useful in similar settings.

The section on arrangement of equipment describes some things that have been useful in adult education and science center classrooms. You should add your own advice for others as they use this guide during the summer. (The margins have lots of space for notes!)

The resources available are summarized. You can add to this set, and some of the Club guests may make useful additions as well.

The activities are the heart of the class sessions and most of them are approachable by individuals on their own. Most of them are described in a "script" or by special "activity" pages that can be used in class (with your own variations and emphasis) and by individuals who wish to work on their own.

Other files are included on the text disk for two reasons. First, to provide a sample of longer and more complex text than that used in the in the samples. (Yes, we used AtariWriter to prepare handouts and resource materials for the classes!) Second, to encourage revision of the script for the initial activities (the first session) used in the classroom. (Other documents were done on another word processor to save time in preparation and to facilitate duplication using a fast printer which is part of a much more expensive system.)

A list of common questions provides a start on handling what may become a much longer list before the end of the summer!

Ways of extending the set of samples and other materials may be obvious, but a few suggestions are made in this section.

The glossary is hardly necessary, but might be useful to some readers.

Rationale

One-hour sessions on word processing are served better by working with just a subset of the capabilities of AtariWriter. All you will do is revise and print a letter, perhaps do the same with a poster, poem, newsnote, etc, and possibly enter some completely new text to be printed out.

Exploration of word processing begins easily with something already done, or nearly done, so that the newcomer needs only to make a few changes or additions to experience the satisfaction of getting the entire copy, and perhaps adjusting the format or font (type style) in the process.

Exploration is better done with someone at hand to answer questions about the keyboard, the screen, notation, conventions, special features, and anything that seems confusing. Telling users about things before they need the information runs the risk of overloading them with information without the opportunity to use it. Leaving them to struggle for lack of information results in frustration. Showing a little at a time, answering questions as they arise, and adapting the presentation to the needs and interests of those present, works well.

Personal notes are helpful. All participants get a copy of summary information about AtariWriter, and they can write their own notes on it. Those who come back for a second session or to work on their own will bring these notes with them.

Success is not measured in number of details known about AtariWriter, and not even in the products produced, although they may be impressive. Success shows in the sense of mastery over this tool now recognized as useful for the 80's. Participants in these sessions will have occasion later to fill in the details of particular word processing systems as they use them.

Arrangement of equipment

You'll likely be using an Atari 800 with 825 printer (instead of the 1025 printer which, although simpler to use, lacks some features which are nice for fancy output of text). The classroom will have eight or a dozen systems, each with disk drive and printer.

It's nice to have the equipment arranged in a way that permits users to shift attention from their displays to the "front" of the room (wherever they find the blackboard or charts or whatever may be addressed by the instructor). At the same time, it's very helpful if the instructor can move about easily, observing what is happening on the screens, and helping individuals as well as determining what else might be good for the entire group to discuss.

Each station will have the AtariWriter cartridge plugged in to the system, a disk of text files in the disk drive, and a handout for the user.

(Probably you will be using the 825 printer, and a disk marked for it. Possibly you will have the 1025 printer; if you use the disk marked for the newer 1025 printer, you may save some confusion about codes which control the print size and other features.)

(Bank Street Writer has yet a third disk, appropriately marked.)

The demonstration station will have two disk drives for convenience in copying disks, some "props" (such as an opened disk envelope to pass around and perhaps a disk drive with the cover off), and some "wall charts" showing the keyboard, system components and perhaps some sample text. (Similar charts are also part of the handouts.)

Multiple copies of the AtariWriter manual will be handy in case some guests want to use them, especially in the advanced sessions. Technical manuals at each station might be distracting for the "beginners."

Other publications on word processing, single copies only, will be on a library shelf, at least in the main classroom. These will be helpful to the person who already knows the Atari and perhaps something of word processing, and might otherwise be bored by the pace of the session for beginners. These books will be helpful to anyone who wants to do a little reading afterwards.

Resources you have

Summary sheets are intended to reduce the need to refer to the manual or other documentation. They are especially intended for use during the introductory, one-hour session, and perhaps a second session. A user wanting to proceed further with AtariWriter is likely to go to the manual.

Activity sheets are scripts for sessions, or parts of sessions, and can also serve as a guide to self instruction. Someone who doesn't choose to come to the introductory session, or wants to come back to review what was explored there, can work through the activity pages on his or her own.

Disks contain about a dozen samples of text handling (word processing). At least at the start of the summer it is only a dozen samples. Instructors and users will be adding more to the set:

   an interesting variation of one of the standard activities;

   a new activity which will be fun for others;

   a "template" or "skeleton" of some interesting format;

   an interesting poem or story or set of sayings.

The AtariWriter manual will help anyone who wants to explore all the capabilities of the system. The summary card with each manual is useful too. Since they can get misplaced, some photocopies of that card (on one side of one sheet) should be kept at hand as well; a master copy is included with this guide.

Instruction books are not as important with word processing as with electronic spreedsheets (Visicalc) since nearly everyone has something to say and has some idea how to say it. Nevertheless, the book(s) on word processing provide another resource, and may free the instructor to work with individuals who are not so advanced as the one guest who is ready to look into the literature!

Sample applications have been selected to represent a variety of word processing activities, and also to be enjoyable. The text of the poster should be fun, the letters home pick up some flavor of the Club, the limericks should be silly or witty, etc. And anyone connected with the use of word processing at the Club is likely to add to this set!

Activities

In each paragraph below, the word in capital letters is the name of the file
on the disk, at least at the start. (The names can be changed for
convenience, and other files will be added.)

FRIEND - A letter to a friend. This is intended to be very simple, calling
on only a small number of features of AtariWriter. It provides a starting
place, a copy of something to use, and can be extended easily.

FRIEND2 - A variation on a letter to a friend. This file has added to it
some control of font, elongation, and the addition of a postscript and a few
other phrases. It's an example of what one might do to add on to the file
called FRIEND. If everyone is having a good time making their own extensions,
calling in FRIEND2 is only a distraction from something more fun and
interesting. (Use the 825 printer for full effect of text size and such.)

ISABELLA - A fanciful letter from Columbus to the queen. Here the text is
intended to be fun. It provides another base for revisions, reformatting and
printing.

FUNDS - A fund-raising letter from Beau Regards. This sample shows the role
of word processing in form letters. You've received the ones that spread your
name throughout the text, and perhaps your town. ("Yes, Mr. Research, your
newspaper in the town of Michigan may be publishing soon the news that you
have won one million dollars!") AtariWriter can't bring in the name, address
and key words automatically; it stops at the beginning of each line that has
an [OPTION-INSERT] in it, and waits for the operator to type in some text to
use in that line. It rearranges the margin appropriately as it goes. This
letter can be fun as it is, but even more so if the text is completely changed
to fit the purpose of the user.

FUNDS2 - A specific copy of the fund-raising letter. This version really
has no place among the activities, but it's handy have to print a copy which
shows where the name, address and town will appear. A printed copy is
included at the end of this guide along with the other files.

POSTER - A notice to post on a Club bulletin board. Here's a good example
of a "template" in which to put other text. First-time users may not find it
easy to put all the control characters in the right place. But given a copy
of a poster, seeing what things on the screen do what on the paper, they can
enter their own text and print up their own posters just for fun.

POSTER2, 3 - An annotated copy of the poster. This one only adds comments on
the screen (and on the printer) about the font, size and spacing of things.
It helps the user see what [CTRL] "characters" do where; the real point is to
encourage the user to create his or her own ideas.

POEM - A silly limerick. The words that begin with "$" are to replaced by the user ($NAME, $PLACE, $THING, $BEAST, etc.). This one needs more development for use in class. It's included because some individuals may do unexpected and delightful things with it on their own.

POEM2 - Another limerick. This one uses "xxx" for all the missing words so that the user can do a search for "xxx" and each time put in another word. This one leads in to the next one, known to some as "madlibs."

TALLTALES - Silly stories filled in by the user. When this format works, the user doesn't know the content of the story. Post or pass out a list of the needed words (noun, verb, adverb, anther noun, etc.) and provide instructions on how to enter them using search in global mode. In this way the user sees only the first occurance while AtariWriter spreads it through the entire "story" at such a pace that the user is not likely to read the story. Then the copy is printed (or reviewed at leisure on the screen) and enjoyed for the fun of it.

NEWSNOTE - A news note of no particular substance to show two columns and right justification. This one is empty of text, anticipating that the user will enter some fun story for sending home or posting at the Club. Someone might introduce some more interesting substance in the early weeks of the summer. (This one requires the 825 printer to reposition for the second column of the news story. Copy still prints ok on 1025, but needs to be "pasted" into two columns.)

WORDGAME - A puzzle, particularly for younger members. This file puts on the screen a pattern of characters which conceal words about computers (or whatever another user wants to put in to a file). Then the player searches, calling on the computer for help to find the remaining words. It's a playful example of the search feature of AtariWriter.

CRYPTOGRAM - Another word puzzle. The text is unreadable, until you apply the code with the search command. This file is mostly for fun, but it does provide pleasant practice with a powerful feature of AtariWriter.

SAYINGS - Provides a list of fun sayings. The text is spread out so that you can step through with [OPTION-down], speaking (or typing?) your own conclusions of the sayings before AtariWriter discloses what the author put in.

STORYFIX - Rearrange lines in a story. So far this is available only for Bank Street Writer. And it is intended for kids to enjoy arranging lines in a silly story. At the same time one learns about the MOVE command.

Other files on the disk

Presently the resource files which provide summary information are on the same text disk proposed for classroom and individual use. In that way the printed information already in the hands of the user can also serve as another example of text with AtariWriter.

SUMMARY - summary of commands useful to beginning users. This file is one side of the summary page provided each user. It can be revised by an individual for his or her own use, and some generally useful revision might update (replace) the file on this disk for everyone.

KEYBOARD - keyboard conventions for advanced users. This file is one attempt to organize the conventions of keyboard use to facilitate recall. Most word processors on general-purpose, personal computers have many functions to offer and too few keys with which to represent them. The variety of letters and control keys (CNTR, SELECT, OPTION, etc.) overloads the beginner. For some people the organization proposed in the KEYBOARD file is helpful. But this could be improved during the summer.

ACT1 - Activity 1 is the script of the introductory session. It's a long text with which the user should be familiar anyway, so it's a good candidate for searches, pagination and other exercises which show their value on longer text.

ACT2 - Activity 2 and other summary pages are not on the word processor yet. Perhaps someone at the Club would like to enter a revised version of some of them so they can be accessed with AtariWriter.

(Actually some parts of an early version of ACT2 are on the AtariWriter disk, and that provides a place to start adding the rest of the text.)

Common questions

Many questions come up during exploration of AtariWrtier. Some of them are
listed here with one kind of answer. This list should be extended, and
perhaps posted in the classroom, even included on the text disk!

How much can I store in the computer?

   When you ask how much space is left (OPTION-W) AtariWriter tells you in
"bytes" which are equivalent to characters. Approximately:

   600 characters for a screenful (720 if you fill every space)
   1800 characters per double-spaced, printed page
   17,244 characters in the workspace (ten pages)
   20,704 characters on the 1200XL, which has more memory

You can prepare a report longer than ten pages in sections, saving each
section on the disk drive as you go. One disk holds about fifty pages, and
you can, if you have so much to say, spread a report across more than one
disk!

What are the beeps and such? Have I done something wrong?

   AtariWriter wants to call to your attention any operation that might have
drastic results. So if you ask to delete a file, or delete a section of text,
the machine will "beep" at you as it asks: "Are you sure?"

   At other times it seems helpful to the user, AtariWriter may beep:
position the paper, turn on the printer, etc.

If AtariWriter can't interpret your command or keypress it may beep, but
usually it just provides another message.

   You see that the beeps do NOT mean that you have made a mistake!

Am I going to lose my copy if I'm not careful?

   AtariWriter is rather careful about people's copy. It's not likely you'll
lose anything. But here are some situations to watch for:

   If you begin without a disk drive turned on, AtariWriter doesn't know how
to write to the disk. If you get started anyway, you'll need a cassette
player to save the work. You can't just plug in and turn on the disk drive
to use it in the middle of the session. On the other hand, AtariWriter knows
how to save to the cassette regardless.

   If you open the door on the disk drive while it is writing, it may get
confused and write in a way that the copy can not be retrieved. A good guide
is to never open the disk drive door when BOTH lights are on. (One light
just says "the power is on" and the other says "I'm busy working.")

Why did I hear about a "master disk?" I have only the text disk.

   AtariWriter takes some information from a master disk when it first starts up. We've put that information on your text disk as well so you can restart with that one. You can forget about the master disk for now. (If you make your own disk --you can purchase them at the boutique-- you'll have to "initialize" it and you may want to add the startup information as well. It's called the "DOS files.")

Can I make a copy of my letter and poem for someone else?

   If you have something you want to share with friends in "computer-readable" form, that is, a copy on the magnetic disk, you can copy it to their disk as easily as you save it on your own. You just put their disk in the drive of your machine, go to the menu, and select the SAVE choice.

   If you want to send a copy to a friend, you will be sending the entire disk. You may want to check first to see that they have access to an Atari with AtariWriter or the Atari Word Processor.

The printed copy doesn't look the same as it does on the screen!

   The screen has room for only 36 characters across. The problem is the lack of "resolution" on the TV set; it just can't put any more characters on a color screen and still make them readable.

   The printed copy can be whatever you like. So you have to transfer from handwritten remarks on the printed copy to the corresponding locations on the screen as you change things. Perhaps you want to do your checking on the computer screen before you print, so you won't have to make the transfer back to the format on the screen.

   Another reason for the difference in appearance is the font choices you might make. If the print is to be "elongated" the Atari will do so through the printer but doesn't have that possiblity on the TV screen.

Why are some characters shown in different colors on the screen?

AtariWriter uses the "reverse" or "backlighted" character for the "control" characters. These will set up changes in the print format, for example, double spacing, margins, and indentation.

The black letters are special controls, for example, to elongate text. It's good that they stand out more. For example, if you forget the second [CTRL-E] (when you wish to elongate just one word in a text), you'll find all the rest of the text has been printed in oversized typed!

What are these errors messages?

DEVICE NOT AVAILABLE; TRY AGAIN
Perhaps the disk drive or printer is not turned on. Check to see if the red light is on. Possibly the disk drive can not write on the disk you put in, or there's no disk in it. Get help if you seem not to have the right disk.

FILE NOT FOUND
Perhaps you don't have the right name, or missed a letter when typing the name. Check it (enter Index to see what's on the disk?) and try again.

I/O ERROR
Something isn't hooked up right. Ask for help.

If you find something else, we'll look it up in the manual.

Extending the set of samples

The samples included on the text disk, and described in this guide, provide a starting point for a summer of fun. As the weeks go by, a number of interesting letters, posters and stories are going to be created. Some of these should be added to this set.

Some of the ideas will come from the instructors. Each class, and many of the individual help sessions, will generate new ideas for things to show to make AtariWriter more obvious and helpful. Some of these may be discussed among instructors and used in classes without adding anything to the disk. Others may work better to have them on the disk for users to load.

Contributions from Club guests should not be overlooked. Some of them will have the time and interest to create new pieces of interest to others. And they may be delighted to share them. They should be added to the disk, or posted on the wall when that is more appropriate. At least we should get some translations to (or new contributions in) French and Spanish!

The authors in Ann Arbor are using related materials in adult education classes and teacher workshops. They will be generating additional examples, some of which may be useful at Punta Cana. Perhaps they will send another disk for review by the instructors, and they will be interested in receiving comments and suggestions from any of the instructors and users at the Club. (The address and phone number are inside the front cover of this guide.)

As you begin this first session with a word processor, you'll find a letter on the screen, waiting for you to fill in the date, some names, and perhaps fix a few phrases. Then you can print it and send it to a friend.

You can start right in on the keyboard!

Later you can learn how to set things up, e.g., turn on the equipment and retrieve a letter or other document to display on the screen.

WHAT'S ON THE SCREEN?

Have a look in front of you. On the TV screen you see part of a letter. It has a few extra things showing: some special marks like arrows in boxes, and some special codes like "B18 D4 G3." You can learn about these later.

FAMILIAR KEYBOARD?

You've got an ordinary keyboard. Perhaps you've already used it in one of the other sessions or just for fun. The numbers are across the top row. The letters are in the usual places. You have a few extra keys you'll find out about as you can put them to use.

For now, all you need to know is that there is nothing you can do that would hurt the computer (short of going after it with a hammer!). If you miss a key and press something else you can always undo it. In other words, don't worry about mistakes; they are easy to fix!

ENTER A DATE

The letter needs a date. The "cursor" points to the spot. (It's the underline that is blinking at you on top of the comma between the month and the year). Just press some keys to enter today's date, for example, 1 6, and you have changed the text of the letter!

You'll find you are usually in this "insert" mode: anything you type will appear at the cursor (the flashing underline mark). If there is text in the way, it will automatically move over.

If you want to change what you type, just press the backspace key on the upper right of the keyboard (BACK S) and the character you just typed will disappear!

(Are you wondering about the "back arrows" on the screen? They signify "end of paragraph" or "blank line" and you put them in with the [RETURN] key.)

MOVE TO ANOTHER SPOT TO ADD SOME MORE

How do you put the cursor where you want to add or delete?
You've got complete control with the [CTRL] key!

It's easy to move the cursor down two lines to
enter the name of a friend. You move with the
arrow keys on the right side of the keyboard, but
holding down the screen control (CTRL) key. It's
like a second shift key, so hold it down while you
press the key with the down arrow on it. If you
forget to hold down [CTRL] you'll just get
punctuation (-, =, +, *).

(If you need to get rid of extra characters on the
screen, just press backspace (BACK S).

Move across the line using the right-pointing arrow key. Move back with the left
arrow. Now try using the up and down arrow keys.

Now move the cursor down a few more lines to the long list of daily activities in the
first paragraph. You can take out of the list any of the things you don't do here
nearly every day. Again move with the arrow keys, by holding down the screen control
(CTRL) key.

Move across the line and back using the right and left arrows. Position the cursor just
to the right of the word or phrase you wish to erase. Then you will press the
backspace key (BACK S) to ....

DELETE SOME CHARACTERS

As you know by now, the backspace key ([BACK S] in the upper right) takes out
whatever is just to the left of your cursor. And you can press it again and again to
take out a word or phrase or sentence. (Soon you'll learn another way to take out an
entire line with one keypress!)

Notice that the rest of the text is pulled to the left and up to fill in automatically so
your text is always arranged neatly.

Continue to move about and remove whatever items you'd rather not have in the list;
maybe you don't like to sail. And you can put in anything else you wish, just by
pointing with the cursor to where you'd like it to add something and type away! This
inserting is so automatic you'll soon not have to think about it.

NOTICE HOW MUCH YOU KNOW ALREADY!

With no trouble at all you can:

  1. Move about through the text on the screen.

  2. Add anything from the keyboard.

  3. Delete anything.

  4. Change anything.

Perhaps you'd like to print out the letter as you have it now. (Skip to page 5 for instructions.)

But if you have time and are interested in trying some interesting features, let's go on.

ADD SOMETHING AT THE END?

You can skip to the bottom with a special keypress. Hold down [OPTION] (it's next to the top on the far right) and press a down arrow (this is an "option" for a larger jump than you get with [CTRL] and arrow keys). You'll end up where you can type your name if you like (perhaps you'd rather write in your signature after you print the letter), or add a postscript.

For example, you might type something like:

    P.S. I love the food. [RETURN]

(You press [RETURN] at the end of each paragraph or line that stands by inself. Within a paragraph you let the computer decide where to divide up the lines when it shows the text on the screen or prints the copy according to your directions.

When you press [RETURN] you'll see a back arrow [<-] appear in a white box at that point on the screen. This reminds you where you ended the paragraph ...the computer never adds these to the actual text.

You may find you don't need the [OPTION] (as a third shift key) since you can get there about as fast with CTRL and the arrow key. But in a five-page report you might appreciate this shortcut!

SEARCH AND REPLACE THE XXX'S

Here's another shortcut to making changes throughout a letter. You can skip this if you'd rather go on to print this copy as it is (page 5). You can also change the xxx's by using the cursor, backspace (delete), and insert.

Your friend's favorite activity is marked in two places in the letter by "xxx". You can change both of these at once if you begin above the first one and select a special command.

Move the cursor to the top by holding down OPTION and pressing the up arrow. Since the letter takes up more than one screenful, you have to press [OPTION-up] more than once.

Select the "search-and-replace" routine with SELECT-S (hold down [SELECT] and press [S]. You'll be prompted at the bottom of the screen for what you want to replace, "search for ...." Enter xxx (because that's what's marking the places in the letter you want to change) and press [RETURN]. You will then be prompted for a yes or no to "replace string?". ("String" is another way of saying "phrase.") Type y and press [RETURN].

Then, when prompted for the replacement phrase, put in something like shell or smooch or whatever your friend likes, and press [RETURN]. When asked for "global" search say yes, and your letter will be changed in a flash!

(Don't put in the "ing" of "shelling" since it's already in the letter. If xxx appeared anywhere else in the letter, e.g., "A film rated xxx," it would be changed to "A film rated shell.")

SUMMARY

Now you know how to search and replace:

hold down [SELECT] and press S

enter search string

press y [RETURN] (to set up replacement)

enter replacement string

press y [RETURN] (to select "global" replacement)

PRINT YOUR LETTER!

Press the escape key ([ESC], upper left) to call up a "menu" (list) of choices for printing and the like. Your letter is still in the memory of the computer even when it doesn't show on the screen. You can return to it any time by pressing the E key. Perhaps you want to try it now just to be familiar with moving from "editing" text to the menu of choices and back again.

When you are at the menu you'll see the choice for printing near the bottom of the screen. It reminds you to enter a P for print. You'll be asked some questions about how much to print (you want the entire document, and just one copy). Then a minute later you'll have your letter in hand. (Tear at the perforation.)

Now if you see some other changes you want to make, just press E and you'll be back in the "edit" mode. You can make any changes or additions and print it again!

SAVE AN ELECTRONIC COPY OF YOUR LETTER

Perhaps you'd like to keep a copy to revise and reprint later. That's another choice on the menu, so press [ESC] if you aren't already looking at the menu. The Save choice is also near the bottom.

Enter S for "save" and enter a name for your letter. Perhaps your initials, or those of the person to whom you might send it, would be appropriate as a name for this "file" to be saved by the computer. Now press [RETURN].

You'll hear some noise and see a second red light come on. The text of your letter is coming out of the memory of the computer and being written in little, magnetic marks on the surface of the spinning, round disk in the disk drive. The text will stay there until you want to call it into memory again for changes and reprinting.

When saving a "file" you are not actually transferring it from the computer's memory to the disk, but making a copy of it on the disk. Therefore, your letter remains in memory until you erase it by setting up a new file (or turning off the power switch on the computer).

LOOKING FOR OTHER FILES ON THE DISK

Just to be sure a copy has been made on the disk, and to see what the list of "files" looks like, enter I for the index of what's on the disk. You should see your file, identified by the name you gave it. AtariWriter will ask if you want to print an index. Type y and [RETURN] for "yes" if you want to have a copy for reference on paper. (An index of the text disk, perhaps out of date now, is attached to this set of materials.) If you just press [RETURN] AtariWriter assumes you mean "no."

You'll see lots of other files on this disk as well as your own (and the original letter to a FRIEND). Perhaps you'd like to load one of these and look at it. But first, let's review:

YOU'RE AN EXPERT WORD PROCESSOR NOW!

Notice how much you can do with AtariWriter now:

1. Move about the text on the screen.

2. Enter text.

3. Delete text.

4. Change text.

5. Search and replace text on the screen.

6. Print a letter.

7. Save a letter on disk storage.

8. Review the contents of the disk storage.

9. Load other documents from the disk storage.

That's more than enough for one session. But if you want to try some more things, look at some of these other files:

FRIEND2 is one person's way of filling out the letter to a FRIEND with phrases and special print styles.

ISABELLA is a funny letter home which Chris might have written if he'd arrived in the New World in 1983. You could improve on it and send a copy home!

FUNDS is a form letter which prompts you for the name, address, etc., to "personalize" a request for funds. You could change it to whatever cause you'd like to promote.

POSTER provides a sample in which you can place your own text in large type, centered, shifted right, etc.

NEWSNOTE is ready for you to put in your own text for two column printing with right justification.

POEM provides a silly start on doing your own.

TALLTALES is a story-telling game, prompting you for names, places, etc. You can prepare your own for others to try.

And there are more.

But save these for another day. If you want to come back for a second session, sign up for

WORD PROCESSING II

The time the next one meets is posted on the wall of the classroom, and you can check the schedule on the electronic bulletin board any time!

Punta Cana
June , 1983

Dear ,

We are having a wonderful time here. Every day the sun
shines. Every day we swim, snorkel, sail, windsurf,
water-ski, play tennis, volleyball, basketball, baseball,
soccer, have archery contests, and walk the beaches.

If you were here I'm sure we would also be xxxing. Did you
know that this is one of the best places in the Carribean for
xxxing?

We look forward to seeing you in a few weeks, although we
won't want to leave this marvelous place!

Your friend,

Punta Cana

Isle of Hispanola

June 16, 1983

Dear Friend,

We are having a **wonderful** time here. Every day the sun shines. Every day we <u>swim</u>, <u>snorkel</u>, <u>sail</u>, <u>windsurf</u>, <u>water-ski</u>, play <u>tennis</u>, <u>volleyball</u>, <u>basketball</u>, <u>baseball</u>, <u>soccer</u>, have <u>archery</u> contests, go <u>dancing</u> and walk the beaches.

If you were here I'm sure we would also be shelling. Did you know that this is one of the best places in the Carribean for shelling?

We look forward to seeing you in a few weeks, although we won't want to leave this **marvelous** place!

Your friend,

P.S. I **love** the food!

isabella

My Dear Isabella,

After a dull and far too lengthy voyage, I am delighted
to inform you that we have finally landed. I hope you
won't be disappointed that our discovery isn't, as
planned, India, but a totaly awesome and bizarre new
world.

The natives are quite friendly and hospitable; they
would give you the shirts off their backs, if they wore
any. They call their village "Club Med" and their culture
seems based on elaborate service to any and all visitors.
Wonderful food overflows this place. At least the voyage
back won't lack for food supplies.

They indulge in elaborate rituals of combat and skill
called tennis and surfing. They fish underwater but are
abysmally poor at it. This is understandable since they
take no fishing gear along.

In addition to all this, they have a cultural and
religious center for their "electronic village" which blinks
and beeps with strange lights and permits the natives and
visitors to do wonderous things, including making printed
letters like this one. I'll tell you more about it when I
return.

I trust this letter will find you in good health. I
certanly am, after all this sun, relaxation and food. Come
to think of it, I'd much prefer to stay. Perhaps you'd
better get yourself another explorer.

Yours,

Chris

P.S. I was right; the world is round!

funds

July 4, 1983

Middletown, U.S.A.

Dear ☐

    You will be delighted to know that we are going ahead with our plans to run for President of the United States. We make this great sacrifice only because so many friends such as yourself have urged us to apply our unique talents to meeting the challenges that now face this great country of ours.

    Since not everyone in this country is as intelligent and enlightened as you, we need help getting the word to voters everywhere. ☐, you can help. You must help!

    In every town in the U.S.A., and especially in ☐, we need workers spreading the word. And we need to meet the cost of television programs which beam this important message to everyone!

    Only with your help, ☐, will we be able to make this great country all it was meant to be. Right now, while you are thinking of it, please send your contribution in the stamped, addressed envelope.

Yours, ☐,

Col. Beau Regards

BR/aw

July 4, 1983

Middletown, U.S.A.

Mr. Sil E. Name
8 Garbage St.
Anytown, XE 10101

Dear Mr. Name,

You will be delighted to know that we are going ahead with our plans to run for President of the United States. We make this great sacrifice only because so many friends such as yourself have urged us to apply our unique talents to meeting the challenges that now face this great country of ours.

Since not everyone in this country is as intelligent and enlightened as you, we need help in getting the word to voters everywhere. Mr. Name, you can help. You must help!

In every town in the U.S.A., and especially in Anytown, we need workers spreading the word. And we need to meet the cost of television programs which beam this important message to everyone!

Only with your help, Mr. Name, will we be able to make this great country all it was meant to be. Right now, while you are thinking of it, please send your contribution in the stamped, addressed envelope.

Yours, in faith,

Col. Beau Regards

BR/aw

TONIGHT

8 pm

(in the beach house)

Travel Films of the Yukon

Come see a true-to-life adventure of two
young boys and a muscrat hiking across the
freezing tundra.

brought to you by
travelogue, incorporated
a j.a.m. conglomarut company

[proportional spacing]

[center and elongate]
TONIGHT

[10 chars/inch]

8 pm

(in the beach house)

[16 chars/inch]

Travel Films of the Yukon
[conclude elongated]

[proportional spacing]
[and new margins]

Come see a true-to-life adventure of two
young boys and a muscrat hiking across the
freezing tundra.

[back to small type font]
[and justify right]

brought to you by
travelogue, incorporated
a j.a.m. conglomarut company

[proportional spacing (G3) and **elongate**]

[center]

TONIGHT

[10 chars/inch (G1)]

8 pm

(in the beach house)

[16 chars/inch (G2)]

Travel Films of the Yukon

[conclude **elongate**]

[proportional (G3)]
 [and new margins (L25 R55)]

Come see a true-to-life adventure of two
young boys and a muscrat hiking across the
freezing tundra.

[back to small type font (G2)]
 [and old left margin (L10)]
 [and justify right (CC)]

brought to you by
travelogue, incorporated
a j.a.m. conglomaroot company

                    My Limerick
                    by $name

There once was a lady from $place
who kept all her jewels in a $thing.

        When faced by a $beast
        She just did a $action

And turned all her friends into $newthings.

My Limerick

by xxx

There oncs was a lady from xxx

Who kept all her jewels in a xxx.

    When faced by a xxx
    She just did a xxx

And turned all her friends into xxx.

AW MEETS THE PRESS

(Punta Cana)

This file is set up to format newspaper columns, single space, proportional spacing, right justified, with two spaces of indentation.

The space between paragraphs may not look like newspaper columns. You can turn it down to single space by replacing the "1" with a "0" just following the "D" in the top row.

A short page length is set to show off the two columns on a short text such as this!

You might use this format to make up a notice to post on a bulletin board, or copy to paste in scrap book.

The headline is done with elongated type. You might experiment with other formats for such as this. And put in your own text, of course!

Replace nouns, names, etc., with whatever you'd like to put
in a story, using "Search" [SELECT-S]

NOUN	NAME1	ADJ1	VERB1
ANIMAL	NAME2	ADJ2	VERB2
ANIMAL2	NAME3	ADJ2	VERB3

    ONCE UPON A TIME,   THERE LIVED THREE ANIMALS IN A ADJ1
HOUSE IN THE FOREST.   THEIR NAMES WERE NAME1, NAME2, AND
NAME3.   ONE MORNING, NAME1 HAD VERB1ED SOME NOUN FOR
BREAKFAST, AND THE THREE ANIMALS DECIDED TO VERB2 IN THE
WOODS WHILE ALLOWING THE NOUNS TO COOL.
    WHILE THEY WERE OUT VERB2ING, A   LITTLE ANIMAL2 NAMED IDA
STUMBLED ACROSS THE ADJ1 HOUSE AND DECIDED TO GO IN.   THERE
WERE THE NOUNS ON THE TABLE AND BEING A RATHER ADJ3 LITTLE
ANIMAL2, IDA DUG IN.   NAME1'S NOUN WAS MUCH TOO ADJ2, AND
NAME2'S WAS MUCH TOO ADJ3, BUT NAME3'S WAS JUST RIGHT, SO IDA
VERB3ED THE NOUNS ALL UP.

hold [SELECT] and press T

Create a file (to start fresh)
 or
Load a file (from the disk)

 (Index to check what files are on disk)

Then you can

Edit

 (and come back to menu with ESC when it's time to

Save the file

 and, perhaps

Print the file

You can move about within the screen using the
"cursor control" keys in the upper right:

 (Screen <CTRL> is like a second shift key;
  hold it down when you press the arrow keys.)

You can enter characters at the cursor (where the underline is flashing).
 (The other characters will move over to make room for each keypress.)

<BACK S> (backspace) will erase characters as it moves back over them.

<CTRL-Back S> (backspace) will delete the character pointed at by the
cursor (the "underline").

<SHIFT-Back S> (backspace) will delete the line pointed at by the
cursor.

<SELECT-S> will set up a search (with option to replace);

 Just follow the prompts.

AtariWriter has many additional features which you can learn as you need them. Some
of the "shortcuts" are listed on the back side of this page, and hints are included with
each activity.

You don't need to look at the manual, but if you want to take the time you can learn
lots more about AtariWriter from its explanations and reference information.

This file is stored on your disk (SUMMARY) so you can modify it and make new copies
as you wish!

FORMAT INSTRUCTIONS TO PRINTER

B12 D4 G1 I5 J0 L10 R70 S2 T12 Y132
Bottom margin (1 inch, 12 half lines)
....Double spacing between paragraphs (4 half lines)
.......Guttenberg print style (10 cpi, 1st option)
.........Indentation of paragraphs (5 spaces)
............Justify right margin (off, zero)
...............Left margin (10 spaces, 1 inch in regular print)
...................Right margin (70 spaces from left)
......................Spacing (single, 2 half lines)
..........................Top margin (1 inch, 12 half lines)
..............................Y page length (11 inches, 132 half lines)

ATARI Writer™ quickreference

Cursor movement

Up	CTRL ↑
Down	CTRL →
Left	CTRL ←
Right	CTRL →
Top of file	SELECT T
Bottom of file	SELECT B
Up one screen	OPTION ↑
Down one screen	OPTION →

Create and Edit only

Beginning of line	CTRL A
End of line	CTRL Z
Next TAB stop	TAB
Left margin	RETURN

Print Preview only

Left 28 spaces	OPTION ←
Right 28 spaces	OPTION →

Underline

New text	ʌ before and after text
Text previously entered	CTRL U changes ordinary text to underlined or vice versa

Upper and lowercase characters

New text	
All uppercase	SHIFT CAPS LOWR
Return to lowercase	CAPS LOWR
Text previously entered	
Change to uppercase or lowercase	CTRL CAPS LOWR

Paragraphs

Begin paragraph	CTRL P
End paragraph	RETURN

Delete text

Character left of cursor	DELETE BACK S
Character above cursor	CTRL DELETE BACK S
To end of line	SHIFT DELETE BACK S
To end of file	SELECT DELETE BACK S
Restore last deleted text (character, line, or block)	START INSERT

Text blocks

	CTRL X at beginning and end of text block, then—
Delete block	OPTION DELETE BACK S
Duplicate block	Position cursor at new location, OPTION D
Move block	Position cursor at new location, OPTION M

Search and replace	SELECT S, then follow prompts in Message Window; BREAK cancels search

TABS

Clear TAB stops	CTRL TAB
Set TAB stop at cursor	SELECT TAB

Free memory check	OPTION F
Print preview	OPTION P
Halt printing	BREAK
Return to menu	ESC

Formatting commands

Enter value, where appropriate, following command.

Bottom margin	CTRL B
Block text right	CTRL C CTRL C before each line, RETURN after
Center text	CTRL C before each line, RETURN after
Chain print files	CTRL V at bottom of file, followed by D (and drive number if other than 1), colon, filename to be chained *in uppercase*, and RETURN

Double-column printing:

2nd col. left margin	CTRL M
2nd col. right margin	CTRL N

Elongated print	SELECT E before and after text
Form printing	OPTION INSERT for each blank in form
Headers and footers	CTRL H for header, CTRL F for footer, then text and RETURN for each line
Justified and nonjustified margins	CTRL J and 1 (justified) or 0 (nonjustified)
Left margin	CTRL L
Line spacing	CTRL S
Merge files	OPTION L

Page eject	CTRL E where page break is desired
Page length	CTRL Y (for continuous printout, set top and bottom margins at 0)
Page numbering	@ (SHIFT 8) in header or footer; for starting page number other than 1, CTRL Q after RETURN that concludes header or footer, then desired page number
Page wait	CTRL W
Paragraph indentation	CTRL I
Paragraph spacing	CTRL D
Printer controls	CTRL O and decimal code

Print styles

10 CPI	CTRL G and 1
Condensed (16.7 CPI)	CTRL G and 2
Proportional spacing	CTRL G and 3
Right margin	CTRL R
Section headings	SELECT H, section level number (1–9), heading text, and RETURN
Subscripts	SELECT ↓ before, SELECT ↑ after
Superscripts	SELECT ↑ before, SELECT ↓ after
Top margin	CTRL T

WORD PROCESSORS
AND THE ATARI^R 1025^{TM} PRINTER

The ATARI 1025 Printer has been designed as a high-quality low-cost printer. In combination with any word processing software product that runs on ATARI Home Computers, it enables you to create hard copies of personal correspondence, business reports, and many other useful documents.

There are several important things to remember about the ATARI 1025 Printer as you begin to use it with your word processing program:

1. The ATARI 1025 allows you to print text in condensed print (16.7 characters per inch or CPI). However, not all word processors handle the printing of this kind of text in the same manner. You may have to experiment with your word processing program to get the left and right page margins you want when using condensed print.

2. While the ATARI 1025 allows you to print text in elongated print (5 CPI), it may not recognize the commands ordinarily used with your word processing software to specify printing of this kind. As a result, you may not be able to use this feature of the ATARI 1025 with your word processor.
If you have the Atari Writer^{TM} word processor from Atari, enter the "G3" print style command (CTRL and G, followed by 3 -- ordinarily used to specify proportional printing) just before the text you want elongated; then reset your print style to "G1" or "G2" (followed by RETURN) where you want to break off elongated printing.

3. The ATARI 1025 cannot change print style in the middle of a printed line.

4. Many word processors automatically instruct a printer to space to the top of the next page after printing all text on the current page. For this feature to function properly with the ATARI 1025 -- that is, to get printed pages with the proper top and bottom margins -- you must take care to position the paper with the upper edge just below the top of the print head before starting printing. You may have to experiment with several pages of text to find just the right positioning.

5. Many word processing programs allow you to print documents on single sheets of paper -- for example, on bond, letterhead, or stationery. To protect its print mechanism, however, the ATARI 1025 is designed to stop printing 2 inches above the bottom of a single sheet of paper (or the end of a roll of paper). To compensate for this, you can use a legal-size backup sheet extending past the bottom of your standard 8 1/2 by 11-inch sheets of paper; or you can experiment with your page length and top and bottom margin settings until you get the results you want.

6. The ATARI 1025 Printer does not support the following features, which may be included in your word processing program:

* Reverse or forward half-line feeds (for superscripts and subscripts).
* Backspace of the print head (for underlining).
* Full reverse line feed (for double-column printing).
* Proportional print style.

C061519 REV. A

Ordinary Keyboard plus some helpful "computer power"

You'll find the keyboard to be very much like a regular typewriter. You can get upper case letters with the shift key. A backspace key (BACK S) also erases as it moves back! A shift lock (SHIFT-CAPS) puts everything you enter in upper case (press it again without the SHIFT and the mode of the entry goes back to lower case), TAB moves across the screen, and so on.

A few extra keys give you extra control over what happens on the screen or the printer: you can move a pointer around, change the margins for the printed copy, and so on.

CTRL – moving the cursor (your pointer) on the screen.

On an ordinary typewriter you might roll the paper up or down and move the typing element back and forth to position the paper where you wish to make an addition or change.

On the Atari you use "arrow" keysand a special "control" key.
Use the [CTRL] key as a second shift key so that a keypress that would otherwise put a character on the screen will instead move the cursor (your pointer) about as you wish.

The obvious control keys are the arrows, color
coded so you will be reminded to press the CTRL to
get the "arrow" effect! They are clustered on the
middle two rows at the far right of the keyboard
just inside the [RETURN] key.

Some other control keys are:

  CTRL-A to jump to the beginning of the line
  CTRL-Z to the end of the line

- (You can read about others in the reference guide.)

Later you'll learn lots of other things you can do with CTRL. For now, try just these few
(arrows, A and Z) for moving around the screen.

Deleting just one character or a line

 [BACK S] deletes the character to the left of the cursor.

 [CTRL-BACK S] deletes the charactr pointed at by the cursor.

        ([SHIFT-BACK S] deletes to the end of the line.)

        (The shift keys (CTRL and SHIFT) are close and easily confused. So practice with
        these on a file you play with)

        ([SELECT-BACK S] is even more drastic since it deletes to the end of the "file"
        (workspace), ie, all that you have in memory.)

        (But [START-INSERT] recovers! Try that now since it may come in handy
        sometime. You'll be able to save lots of text that you may have entered – text
        that might otherwise have been deleted.)

Formating

CTRL is also used for changing what is on the screen (caps, underline, tabs):

  CTRL-U changes a character to underlined (and reverse).
  CTRL-CAPS changes a character to uppercase (and reverse).
  CTRL-TAB clears tab stops.

CTRL also marks some special conditions within text, things used by the "formatter":

  CTRL-P begins a Paragraph (end with RETURN)
  CTRL-C Centers text on a line
  CTRL-C CTRL-C pushes text to the right margin
  CTRL-E "Ejects" a page, i.e., skips to the top of a new page

  CTRL-H marks a Header line for all pages
      (@ RETURN CTRL-Q nn for page number other than "1")
  CTRL-F markes a Footer line for all pages

CTRL helps in moving things around within the workspace:

  CTRL-X marks the beginning and end of a block
  (The block can then be moved, copied, or deleted.)

CTRL sets up the format for the printer (spacing, margins, ...):

  CTRL-T Top margin size
  CTRL-B Bottom margin size
  CTRL-L Left margin
  CTRL-R Right margin
  CTRL-M left margin of second column
  CTRL-N right margin of second column
  CTRL-S Spacing
  CTRL-Y page length
  CTRL-I Indentation
  CTRL-D space between paragraphs ("Double")
  CTRL-G font (print type; "Guttenburg")
  CTRL-J right Justification (alligned margin)

START — for restoring text and ...

START-INSERT to recover character or line or (especially) block just deleted.

SELECT - position, function and special print.

SELECT is used to position the cursor at top or bottom, call on a special function (search, delete to the end of the file), and set up special print (section numbers in headings, superscripts and subscripts, elongated text).

  SELECT-T go to ("select") the Top of the workspace ("file")
  SELECT-B go to the Bottom of file
  SELECT-S enter ("select") the Search and replace procedure
  SELECT-DELETE delete to end of file!
  SELECT-TAB set a tab stop at the cursor location
  SELECT-E turn on (or off) Elongated text
  SELECT-H section level number, Heading text, and RETURN
  SELECT-arrow for half-line up and down for super- and subscripts

OPTION — for a second level of control.

OPTION is used for extra large cursor movement, eg, up or down one screen or back and forth 28 lines (in print preview mode only):

  OPTION-arrow

OPTION is also used for control in multi-step procedures such as marking a block and then deleting it, moving it, or copying it.

  OPTION-DELETE delete block
  OPTION-D Duplicate block
  OPTION-M Move block

OPTION checks on memory and handles some special features

  OPTION-F Free memory (how much space is left for text)
  OPTION-P Preview the appearance for printing
  OPTION-INSERT to reserve each blank in a form letter
    (you'll be prompted at the time of printing)
  OPTION-L Load a file into the present one (without erasing)

OTHER SPECIAL KEYS

[SYSTEM RESET] will restart AtariWriter, e.g., get you out of almost any situation, but leave your text undisturbed.

[ESC] always takes you back to the menu.

[BREAK] usually will interrupt whatever is happening, and leave you in control.

[CLEAR] (used with [SHIFT]) will erase an entire line.

... (Atari logo key) will set keyboard in backlighted (underline) mode. And if AtariWriter already is in underline mode, the logo key will switch it back to regular mode.

KLZ 30 May 83